

Reference Number: 367-13-DD

Title of Document: Electronic **Records and** Signature Policy

Date of Issue: June 30, 2010

Effective Date: June 30, 2010

Last Review Date: **June 30 December 15, 2010**

Date of Last Revision: **June 30 December 15, 2010**

Applicability: All DDSN Employees, All DDSN Contracted Service Providers

PURPOSE:

The purpose of this policy is to document the Department of Disabilities of Special Needs (DDSN) security, management, and utilization of electronic **records and** signatures.

Policy Statement:

DDSN is currently in the formative stage of creating official electronic management and health record documentation. DDSN's electronic signature security and authentication process is consistent with the South Carolina Uniform Electronic Transactions Act (UETA) (S.C. Code Ann. §26-6-10 through 26-6-210) and with the South Carolina Enterprise Architecture Uniform Electronic Transactions Act Standards for Electronic Signatures Published January 24, 2007.

Selected agency documents may be electronically signed by DDSN employees or DDSN contracted service provider employees who have a valid Username and Password for DDSN's computer application systems. A Username and Password is provided to a prospective user of DDSN applications only after the user is verified as an authorized user of the applications. After a system user is granted security access to an application that requires an electronic signature, the user will be presented with a "jurit" (Latin word for sworn) affirming that the information is true and accurate. The user is required to then enter a Personal Identification Number (PIN). By

entering the PIN the user certifies that the information is true and accurate and therefore constitutes a valid electronic signature.

Utilization:

Consistent with the above policy statement and its associated references, electronic records and signatures created by DDSN:

- A. Have legal effect and enforceability
- B. Satisfy a law requiring a record to be in writing
- C. Satisfy a law requiring a signature
- D. Satisfy a law requiring a record to be maintained
- E. Are subject to all state and federal laws pertaining to the use, dissemination , and protections associated with the type of information contain in the records

Tom Waring
Associate State Director-Administration
(Originator)

Beverly Buscemi, Ph.D.
State Director
(Approved)

Kathi K. Lacy
Associate State Director-Policy